

~~SECRET~~

REPORTS INVENTORY						CONTROL NO. DDP - 127	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) WEEKLY TRAVEL REPORT						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		<input checked="" type="checkbox"/>	ADMIN. GENERAL	
	LOGISTICS		SECURITY			OTHER (specify)	
	MEDICAL		FINANCE				
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Weekly				6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form, computer print-out, etc) Tabular		8. ADP PROCESSING <input type="checkbox"/> YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO				9. DIRECTIVE AUTHORITY REQUIRING REPORT C/TSD	
10. PREPARING COMPONENT (include lowest level contributing information to report) TSD 				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) N/A			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
							\$675.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$675.00	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. 6/10/65 to inform C/TSD and C/TSD of those persons who were or are in travel status - domestic or field.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						ESTIMATED SAVINGS MAN-HOURS DOLLARS	
16. DATE OF INVENTORY October 1970						17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	
18. EXTENSION							

Classification